



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

April 20, 2018

Re: Marijuana Establishment License Renewal Application Notice

Dear Licensee:

Your marijuana establishment license is due to renew. Not later than **July 2, 2018**, the complete electronic renewal application, corresponding fees, and supplemental documents must be submitted to the Alcohol & Marijuana Control Office (AMCO), as required under 3 AAC 306.035. Any corporations or limited liability organizations that apply for renewal must be in good standing with the Division of Corporations in order for the renewal application to be considered complete.

The following documents and items must be submitted for all license types:

- ☐ **Online Renewal Application** (accessible through myAlaska or at the hyperlink below)
- ☐ **Form MJ-20:** Renewal Application Certifications (must be completed by each licensee)
- ☐ **Proof of Right to Possession of the Licensed Premises** (current lease/title/deed)
- ☐ **Entity Documents** (please review 3 AAC 306.020(b)(3) for details)
- ☐ **Renewal Application Fee** (\$600 for each license type)
- ☐ **License Fee**
 - o **\$1,000:** Limited Cultivation; Concentrate Manufacturing; Testing; **OR**
 - o **\$5,000:** Standard Cultivation; Product Manufacturing; Retail Store
- ☐ **Fingerprint Cards** (one for each individual licensee)
- ☐ **Fingerprint Fees** (\$47.00 per person)
- ☐ **Other Documents or Information** (any other information the Board requires)

To access the Online Renewal Application, please log in to your myAlaska account or visit the following link:

<https://www.commerce.alaska.gov/abc/Marijuana/secure>

To access a fillable PDF of Form MJ-20: Renewal Application Certifications, please visit the following link:

<https://www.commerce.alaska.gov/web/Portals/9/pub/MCB/MJRenewals/MJ-20.pdf>

AN APPLICATION WILL BE CONSIDERED INCOMPLETE UNLESS AND UNTIL ALL REQUIRED SUPPLEMENTAL DOCUMENTS HAVE BEEN ACCURATELY COMPLETED AND SUBMITTED, AND ALL REQUIRED FEES HAVE BEEN PAID.

Personal or bank checks, cashiers' checks, and money orders are the only acceptable forms of payment at this time.
Payment for all fees must be submitted to AMCO's Anchorage office not later than 4:30pm on July 2, 2018.

Please remember that any change to your marijuana establishment's business name, licensed premises diagram, operating plan, or ownership, or any new proposed marijuana product or concentrate must be reported to the Board by completing and submitting required forms and fees. If you have made any of the above changes and have not yet submitted required documentation to AMCO staff, you must do so before your renewal application can be considered complete, as required by 3 AAC 306.035(b)(3). The forms request any of the above changes can be found under the Miscellaneous Forms section at the following link: <https://www.commerce.alaska.gov/web/amco/MarijuanaLicenseApplication.aspx>

Any application that is submitted or incomplete after July 2, 2018 is delinquent and will be assessed an additional non-refundable \$1,000 late renewal application fee under 3 AAC 306.100(b).

Any marijuana establishment that fails to submit a complete license renewal application on or before August 31, 2018 for any reason, including failure to pay any required fees or submit accurate and complete copies of any required supplemental documents, will have its corresponding license expire at 12:00 midnight on August 31, 2018. Any holder of an expired license must immediately surrender the license to the Board. Any holder of an expired license that seeks authority to operate must file a complete new license application. If you do not intend to seek a renewal of your license, please send a written notification to the director by emailing marijuana.licensing@alaska.gov.

The Marijuana Control Board (MCB) will decide whether to grant or deny an application not later than 90 days after receiving the complete application. The MCB may hold a hearing under 3 AAC 306.070 to ascertain the reaction of the public or a local government to any complete application, either on its own initiative or in response to an objection or protest received under 3 AAC 306.060 or 3 AAC 306.065 respectively. If the MCB approves your renewal application, your 2018/2019 marijuana establishment license will be delivered to you by an AMCO investigator or mailed to you at the mailing address on file.

Please scan and email complete supplemental documents (with the exception of payment and fingerprint cards) and send any questions or concerns about your renewal application to marijuana.licensing@alaska.gov.

Sincerely,



Sarah Daulton Oates
Program Coordinator

for
Erika McConnell
Director